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DDA 84-0636/11
4 SEP 1984

MEMORANDUM FOR: Executive Assistant to the Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Minutes for the 19 July 1984 Executive Committee Meeting on the Career Trainee Program

REFERENCE: Notes for Executive Committee Members from EA/ExDir, dtd 6 August 1984, Same Subject

1. In accordance with the referenced note, I am providing you some changes to the Minutes of the 19 July 1984 Executive Committee meeting on the Career Trainee (CT) Program. They are:

a. Sponsorship:

The Director of Personnel (D/OP) is responsible, in consultation with Heads of Career Services, for the establishment of standards which must be met by candidates for the CT Program. The Head of each Career Service will have the ultimate responsibility for accepting CT candidates put forward by OP, unless such authority has been passed to the Office of Personnel. Any disagreement of qualifications of a candidate for the CT Program will be decided by the Head of the Career Service, in consultation with the D/OP.

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b. Positions:

Each Directorate will decide for itself whether to carry its CTS in a Development Complement, or in the line T/O. It was clearly understood that once a CT joins the program, he/she will remain therein until the completion of the full training cycle.

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d. Status:

All CTs will be hired as staff employees and will be subject to the normal three-year probationary period. A two-year extension of

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the probationary period may be granted upon written request to the D/OP from the component, specifying the reasons why the extension is requested.

e. Training:

The revised Career Trainee Development Course (CTDC) will be implemented.

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f. Operations Familiarization:

No change.

g. Interim Assignment:

No change.

2. If you would like to discuss any of the above items, please call me.

Harry E. Fitzwater

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